



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

November 17, 2006

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS AND
HUMAN RESOURCE DIRECTORS

FROM: LINDA M. SPRINGER
DIRECTOR

A handwritten signature in dark ink, appearing to be "LMS", is written over the name and title of Linda M. Springer.

Subject: Annual Employee Survey Regulation Guidance

In response to the National Defense Authorization Act for Fiscal Year 2004, Congress established a requirement for agencies to conduct an annual survey of their employees to assess employee satisfaction as well as leadership and management practices that contribute to agency performance. Specifically, section 1128 of the National Defense Authorization Act for Fiscal Year 2004 (Public Law 108-136, November 24, 2003) requires each agency to conduct an annual survey of its employees.

As required by the National Defense Authorization Act for Fiscal Year 2004, the Office of Personnel Management (OPM) issued final regulations implementing mandatory employee surveys. The final regulations prescribe survey questions that must appear on each agency's employee survey. These items constitute the Annual Employee Survey, which agencies must assess and report annually, beginning in calendar year 2006.

OPM has developed guidance to help agencies meet this requirement. This guidance (attached) covers the following topics:

- Agencies covered by the regulation
- Prescribed items and definitions
- Survey planning (e.g., sampling)
- Survey administration (e.g., communicating the survey, improving response rate)
- Data analysis, including examining the data for representativeness
- Reporting the results
- Next steps (e.g., using the results to develop action plans)

For additional information, agency Chief Human Capital Officers and/or Human Resources Directors should contact their assigned OPM Human Capital Officer.

Attachment